

CERTIFICATE OF APPROPRIATENESS CHECKLIST

Houston Archaeological and Historical Commission

1. CERTIFICATES OF APPROPRIATENESS

A complete application for a Certificate of Appropriateness shall include:

- A. Photographs, or slides of existing site(s) and structure(s).
- B. Drawings, elevations or renderings of proposed work.
- C. A certified copy of deed restrictions existing on the subject property and name of civic association.
- D. A plot plan.
- E. A written description of proposed changes and work to be completed.

2. EXTERIOR ALTERATION, RECONSTRUCTION OR REPAIR

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Accurate scaled drawings of proposed alterations in design for such items as roofs, facades, porches, or prominent architectural features.
- B. Sketches, photographs, slides, specifications, product literature or other descriptions of proposed changes to the building facade or roof, or site improvements.
- C. Description, and/or samples of proposed materials when the original material will not be retained.
- D. Site information to include lot area, building footprint and area, setback requirements and existing setbacks and other site features and pertinent site data.
- E. Historical, pictorial evidence outlining the historical, or architectural authenticity.

3. NEW CONSTRUCTION OR ADDITIONS

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Architectural and site plans with accurate measurements and distances to include the following site features and improvements: landscaping, fencing, lighting, paving areas, patios, decks, walls and walks, etc.
- B. Elevation drawings of each facade and specifications which clearly convey the proposed appearance of the project.
- C. Description and/or samples of materials to be used.
- D. Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

4. RELOCATION OF STRUCTURES

- A. Provide the reason for the relocation.
- B. Explain what will be moved, where, why, and any proposed changes.
- C. Include photographs and/or slides of the existing site and proposed relocation site.
- D. Describe the new site and include a proposed site plan to include any changes to the structure and the proposed site location and orientation.
- E. Describe any site features which will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.
- F. Submit an erosion control and soil stabilization plan with timeline for relocation and site construction.

5. DEMOLITION OF STRUCTURES

- A. Describe the structure's condition and reason for demolition.
- B. Describe the proposed reuse of the site, include drawings of any proposed new structures, site features or landscaping.
- C. Include evidence of unusual circumstances, or an unreasonable economic hardship.
- D. Submit a timetable for demolition and clearing of the site.
- E. Submit an erosion control and soil stabilization plan.

6. ARCHAEOLOGICAL SITES

- A. Provide site information and description of archaeological significance.
- B. Submit a report completed by a recognized archaeologist, anthropologist or paleontologist; cataloging the archaeological resources, excavation techniques and potential impacts to the site.

7. MANDATORY REPAIR

- A. Describe the structure's condition and the reason for the citation.
- B. Provide a copy of the citation order.